



Enoch Cree Hockey Association

Operational Policies & Procedures Manual

REVISED AND APPROVED: NOVEMBER 22, 2017

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ARTICLE I - GENERAL

1.01 Preamble

- a. The Operational Policies and Procedures outline the regulations under which Enoch Cree Hockey Association (ECHA) conducts hockey operations. Notwithstanding any items contained in these Operational Policies and Procedures, all participants (individuals and teams) in Enoch Cree Nation Minor Hockey, all members of the Association, including player, parent/guardian, coach, team official or team follower and fan, are bound by the Bylaws, Operational Policies and Procedures and regulations of the Enoch Cree Hockey Association, Edmonton Minor Hockey Association, Hockey Alberta and Hockey Canada.
- b. The Operational Policies and Procedures may be revised or amended from time to time as determined by the Executive Board of Directors. However, prior to any revision or amendment to the Operational Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision or amendment is in the best interests of the membership and the Association as a whole. Any changes, amendments or revisions to the Operational Policies and Procedures shall be voted upon by the Executive Board of Directors using voting procedures outlined in the Bylaws. The President (Chair) shall have the responsibility of updating the Operational Policies and Procedures and shall be responsible for ensuring current Operational Policies and Procedures are available to the membership. Further, revisions or amendments made to the Operational Policies and Procedures must be indicated by date (i.e. Updated/Adopted January, 2015) at the bottom of the applicable section, which has been revised or amended.

1.02 Mission Statement & Philosophy

- a. The mission and philosophy of the Enoch Cree Hockey Association is to provide a minor hockey program that fosters and promotes minor hockey physical, mental, emotional and spiritual skills for participants at all levels.

1.03 Values

- a. The Enoch Cree Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, guidelines and procedures which ensures a fair, and enjoyable hockey program that provides for the development of participants at all levels. The Enoch Cree Hockey Association shall value its volunteers and staff and shall value open communication to its members. Decisions shall be made by individuals subject to Executive Board of Directors approval under the current Bylaws, policies, guidelines and procedures of the Association. Enoch Cree Hockey Association shall strive to apply the Bylaws, policies, guidelines and procedures of the Association consistently.

1.04 Enoch Cree Hockey Association

- a. The Enoch Cree Hockey Association shall be referred to in this document as "ECHA" or the "Association".
- b. ECHA has an office located at the Enoch Cree Nation Recreational Center.
- c. ECHA's mailing address is: Enoch Cree Hockey Association, P.O. Box 150, Enoch, Alberta, T7X 3Y3
- d. The website for Enoch Cree Hockey Association is www.enochcreehockey.com

- e. Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca;
- f. Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is www.hockeycanada.ca.

1.05 Manuals

- a. All manuals or such other written information pertaining to ECHA shall be available at the ECHA website or as provided by the Association.

Article II - Bylaws

- a. The Bylaws of ECHA are available on the website of ECHA. The Bylaws are governed by the Societies Act of Alberta and can only be changed or amended by vote by the membership as outlined in the Bylaws at a General Meeting of the Association;
- b. Where this Bylaw is inconsistent with Hockey Alberta or Hockey Canada Bylaws, Hockey Alberta or Hockey Canada Bylaws shall prevail.
- c. Amendments to the ECHA By-Laws can only be made by a Special Resolution of the members.

2.01 Membership

- a. The members of the Association shall be the subscribers to the Association, the Bylaws and Regulations, such as other persons as subsequently become members of the Association in accordance with these Bylaws.
- b. A person may become a member of the Association who has reached the age of eighteen years, and is a resident of the Enoch Cree Nation that make up the association as defined
- c. Has been approved by the Executive Board of Directors.
- d. Is a member of the coaching staff, manager, referee, and any other volunteer position, or parent/legal guardian (s), in good standing of a player currently registered with the Enoch Cree Hockey Association.
- e. A person shall cease to be a member of the Association;
- f. Upon notification in writing to the Board of Directors of his withdrawal from membership or;
- g. When they are expelled from membership in accordance with these Bylaws.
- h. A RESIDENT shall reside within the boundaries of Enoch Cree Nation #440 (Appendix A) of which he or she is a member.
- i. A NON-RESIDENT is not a member of the Enoch Cree Nation #440, and does not reside in the boundaries, and Enoch is not the closest arena.
- j. Any player who wishes to play within the ECHA, must comply with Hockey Alberta Bylaw's and Regulations

2.02 The Executive Board of Directors

- a. The Executive Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act of Alberta, the ENOCH CREE HOCKEY ASSOCIATION Bylaws and the Operational Policies and Procedures that may be enacted by the Executive Board of Directors from time to time. In general, the

Executive Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any Director or member.

b. The Executive Board of Directors shall:

- Determine the general policies and procedures with respect to the organization, administration and operation of the Association;
- Operate hockey programs at all levels;
- Provide for the development of players, coaches and officials;
- Consider questions brought before it with due consideration of the opinions of petitioners.
- Appoint operational responsibility (i.e., Director of equipment, Fundraising Director, special events/tournaments, etc.)
- Shall have the authority to appoint any committee as deemed necessary.
- Will supervise the collection and authorize the expenditure of funds coming into ECHA, will be allocated in accordance with the purpose so intended;
- Unless authorized by a quorum of the Board of Directors at a duly convened ECHA Executive Board of Directors Meeting, no member or Director of the ECHA shall receive any remuneration for his/her services.
- Adjudicate all disputes between members, which may arise.
- When a Board Member of the Association is in or believes they are in a conflict of interest position, they must remove themselves from all discussion and voting on the item.

2.03 Executive Board of Directors Positions

The current positions on the Executive Board of Directors of ECHA are listed below and the responsibilities of such positions shall be as described in the Bylaws.

PRESIDENT (CHAIR)
VICE PRESIDENT (VICE CHAIR)
TREASURER
REGISTRAR
SECRETARY
ICE ALLOCATOR
REFEREE IN CHIEF
FUNDRAISING DIRECTOR
INITIATIONDIRECTOR
NOVICE DIRECTOR
ATOM DIRECTOR
PEEWEE DIRECTOR
BANTAM DIRECTOR
MIDGET DIRECTOR
EQUIPMENT/APPAREL DIRECTOR
GUIDING ELDER

The names and emails of the persons currently holding the above positions are available from the ECHA office and website.

Article III Operations & Guidelines

3.01 Registration, Fees, Withdrawal & Releases

- a. The Association shall provide for membership on the basis of registering one or more children in the hockey program. Formal fees administered by the Association are general in nature and categorized into three areas, namely, general registration fees, special program fees, rep fees and league surcharges. The Association endorses in principle that the responsibility for financial planning rests entirely with the family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.
 - b. All players must be registered with ECHA before participating in any on-ice activity.
 - c. General registration fees, special program fees and league surcharges will be established annually, including any late payment penalties.
 - d. In general, payment of the full registration fee is expected at the time of registration.
 - e. The Registrar may, at their discretion, accept a registration without full payment of fees where extenuating circumstances prevail and a payment plan is defined.
 - f. A family revoking payment plan shall have all registrations declared immediately null and void. Registration will then be viewed as a registration of new or past members of ECHA. Late fees will be in effect, if applicable.
 - g. Payment plans:
 - Shall be approved by the Registrar;
 - Shall be supported by post-dated cheques at the time of registration;
 - Shall be immediately suspended if a payment is annulled;
 - Shall have last installment payment paid by September 1st of the current hockey season.
- (a) NSF Cheques: The NSF fee for a returned cheque is \$25.00. On receipt of a NSF cheque, the Registrar has the option to:
- Attempt, through any reasonable means possible, to collect the funds owing, inclusive of establishing a payment plan; or
 - Revoke the registration.
- (b) Refund of Fees: Refunds for players withdrawing from the program will be paid, upon written application to the Registrar, on a pro-rated basis as determined by the Executive Board of Directors as follows:
- Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees;
 - Registrar and Treasurer jointly are charged with the responsibility of using reasonable discretion with respect to portioned months, (i.e. refund request received January 13 for a player injured December 3, and now known to be unable to return before the season end. Refund will then be based on participation for the months of October and November only that is 30% reduction.);

- (c) There will be no charge levied for the return of jerseys or ECHA equipment, if returned in good condition. The Equipment Delegate shall be responsible for determining the condition of returned jerseys and ECHA equipment.

3.02 Purchasing Policy

- (a) The Executive Board of Directors is charged with the responsibility to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures. All Directors shall adhere to Purchasing Policies and Procedures. Any Director found to be in violation of such Guidelines shall be subject to suspension or removal by vote of the Executive Board of Directors.
- (b) Authority to Purchase shall be through established budget or by vote of the Executive Board of Directors following outlined procedures and policies.
- (c) All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive Board of Directors. In addition, the following restrictions apply:
- Items valued less than \$1,000.00 must be supported by two written quotations;
 - Items valued between \$1,000.00 and \$5,000.00 must be supported by three written quotations;
- (d) Contracts will be awarded by majority vote of the Executive Board of Directors. Factors to consider when awarding a contract should include, but are not limited to:
- Quality of presentation;
 - Total cost;
 - Reputation of supplier;
 - Guaranteed delivery date;
 - Cost of replacement and/or extra items;
 - Location (if a local supplier is within 5% of an out of town bid, preference should be given to the local bid, all else being equal);
 - Sponsorship.
- (e) A change to, or authority to exceed the terms of the contract after it has been awarded, requires approval of the Executive Board of Directors.

Article IV Hockey Operations

The Executive Board of Directors shall be charged with the responsibility of managing ECHA's Hockey Operations as set out in the Bylaws, Operational Policies and Procedures and any other manual of the Association relating to hockey operations to ensure the orderly operation of all hockey programs. The Executive Board of Directors shall set the operational parameters for each program. This will include among other items, ice allocation per division, rep tryout scheduling, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.

4.01 Divisional Organization/Categorization

- a. The Association shall support a program for all players residing within established boundaries, irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development.
- b. Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues. The Executive Board of Directors annually reviews ECHA participation in various leagues and will determine the entrance into such leagues based on what is "best for ECHA".
- c. The year of birth shall determine the category in which a player can play.
- d. It is ECHA's view that all players registered in the Association play at the level consistent with their skills and abilities, and that as players move from level to level the emphasis is on developmental hockey. The difference between competitive and recreational level hockey within a Division simply reflects varying abilities and skill levels of groups of hockey players for that particular year, who are at various levels of development. It in no way reflects any negative connotation on any child's future ability as children grow and develop from year to year. There are as many instances where a child has never played Rep level until Peewee or Bantam, as there are instances where players have consistently played Rep level in Atom or Peewee but do not play Rep level in Bantam. In order for hockey to be both fun and developmental, all players need to play at the level consistent with their skills and abilities. In addition – ECHA will attempt to balance its small membership numbers with skill and ability.
- e. ECHA shall have teams in the following divisions:
 - o Initiation Division;
 - o Novice Division;
 - o Atom Division;
 - o Peewee Division;
 - o Bantam Division;
 - o Midget Division
 - o Each division may be further split into subdivisions to support the objective of providing a recreational and developmental and competitive experience for players at a variety of skill and commitment levels;
 - o Within any division player selection to subdivisions shall be on the basis of demonstrated skills, estimates of developmental potential and perceived commitment;
- f. With respect to players in the Bantam division, ECHA will make every effort to provide a checking clinic for Bantam players prior to the commencement of the hockey season. Participation in the checking clinic is strongly recommended. Alternatively, ECHA recommends that all first year Bantam players participate in a checking clinic, whether it is a clinic offered by ECHA or some other organization.

4.02 Teams

- a. Representative teams are commonly referred to as "Rep" teams. ECHA Rep teams carry Tier designations, and are identified annually by the Executive Board of Directors. Representative teams participate in leagues in which the teams are competitive.

Historical precedence has established current participation levels, and shall be under annual review by the Association, and any change in league participation requires the endorsement of the Executive Board of Directors.

- b. House league teams shall participate in leagues in which the teams are competitive.
- c. Representative Team Try-Outs: The process and objectives of player evaluations or try-outs, is outlined in detail in the Player Evaluation and Coach Selection Process Manual available on the ECHA website and office.
- d. Generally, the following shall apply:
 - o Players must report to player evaluations within their own category;
 - o All players must be registered with the Association before participating in any on-ice activity;
 - o Additional team fees shall be established at the first meeting of team parent/guardians at the beginning of the season, and be based in the budget submitted by the Team Manager and endorsed by a majority of parent/guardians. Parent/guardians who cannot commit to payment of additional team fees will advise the Coach, who may arrange to move the player to a more suitable program;
 - o All games shall end at the scheduled time, except in the case of provincial games;
 - o No person, other than those invited by referees working the game, will be allowed in the Games Officials room at any time;
 - o The Operations Committee will distribute ice schedules as soon as they become available. If a practice or game time ice cannot be used or traded to another team, 4(four) days notice of cancellation to the Operations Committee is required;
- e. Coaches shall report all incidents regarding league, exhibition and tournament games that may result in disciplinary action to the Director of Coaches, as soon as reasonably possible after they occur. Coaches or Team Managers failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
 - Profanity by players, team officials or club representatives;
 - A player who receives a game misconduct, gross or match penalty;
 - A team assessed two or more bench minors in one game;
 - A coach, or bench assistant, who is ejected from a game;
 - A team, who in the opinion of the Category Delegate, is being assessed too many penalties of a serious nature;
 - A team member or a team follower who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice.
- f. Players, team representatives and team followers are expected to conduct themselves in a fashion consistent with their status as representatives of the Association and the community. In order to enhance this image the following apply:
 - o The dress code of the team members shall be at the discretion of the Head Coach;

- Behavior in or at hotels shall be the team's responsibility;
- The use of alcohol or illegal substances by team members is not condoned and may be subject to disciplinary action;
- The consumption of alcohol on team buses or in any arena is prohibited;
- The team will be held accountable for any charges or damages incurred;

4.03 Relations with other Associations

- a. Player transfers between ECHA and other Associations shall adhere to Hockey Alberta Regulations. ECHA shall consider, when asked by a Minor Hockey Association outside Enoch Cree Nation, to allow a player to participate in ECHA if that particular association has an insufficient number of Players to form a team. ECHA may accept registration from a player outside ECHA boundaries provided the player has no other place to play within their own Association and provided ECHA has space available within that player's age category.

4.04 Ice Allocation

The ECHA Operations Committee shall assign all ice for the Association. Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournaments and related issues.

- a. Practice Ice:
 - One hour (shared or alone) per week between Monday and Friday will be scheduled to each team Novice to Midget. The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot;
 - Shared practices, should they be required, will begin with the Novice teams, Atom teams, Pee Wee teams, Bantam teams and then Midget teams;
 - Each week will vary based on ice availability and no team is guaranteed the same practice day and time each week;
 - Initiation teams will share ice beginning with the first slot of the day on Saturday and Sunday. First year teams will share and second year teams will share. Additional Initiation ice slots later in the day will be made available on an equitable basis.
- b. Extra Practice Ice: teams requiring additional practice ice must secure and pay for the ice on their own.
- c. Scheduling of League Games:
 - All league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The venue of home games will depend solely on the best use of the ice available. The days and times will be based on availability of the ice and age of the team;
 - Once league games are scheduled, changes must be made either through trades or through slots posted as they come available.
- d. Exhibition/Tournament Games and Clinics: all ice on weekends not allocated for league games will be given to teams for exhibition games, practices, or to reschedule league

games. Over the season, this allocation will be on an equitable basis and teams will be chosen based on their league games scheduled.

e. Outdoor Ice:

- o The use of outdoor ice available for practice is encouraged;
- o Coaches shall use discretion when using outdoor ice with respect to varying weather conditions, ice conditions, and age and stamina of players.

f. Schedule: the schedule will be made available no less than on a weekly basis. This is due to changes in the ice availability from other users and other events such as ice shows, non-ECHA tournaments, Winter Games, ECHA hosted Exhibition games or clinics, Provincial Play Downs and League Play Offs.

g. Unused Ice:

- o Teams may trade ice with other teams when planning for tournaments or other events, however, if the ice remains dark, the team to which the ice was originally assigned will be invoiced for the full amount and will not be assigned extra ice until such time as the invoice is paid in full. Operations Committee must be made aware of the trade as soon as it is made as this directly affects other teams and the schedules of the arenas;
- o Teams unable to use ice must turn it back to the Operations Committee with a minimum of 4 (four) days notice. Ice turned back with less than 4 (four) days notice that is not used by another team (or sold to another ice user) will be charged to the team to which it was originally assigned and no additional ice will be scheduled until such time as the invoice is paid in full;
- o One ice contact will be designated from each team (Manager or Coach). No other person will be allowed to make changes;
- o Teams that forfeit ice allocated for a league game in favor of a tournament will not be given special consideration for additional ice and will have to forfeit their league game.

h. Ice allocation reports shall be provided to the Association membership at the Annual General Meeting.

4.05 League Games

- a. All games will end at the scheduled time regardless of the time started, unless rink attendants indicate otherwise.
- b. Precedence: all provincial games, league games and playoff games scheduled by the Association will take precedence over all other commitments. Teams defaulting on scheduled games may lose all rights to future games or playoff positions

4.06 Tournaments

- a. Teams shall only participate in a Hockey Alberta sanctioned tournaments.

- b. With respect to local tournaments:
 - o ECHA shall host tournaments as determined by the Executive Board of Directors and the Director of Tournaments shall be responsible for the organization and recruitment of volunteers for ECHA hosted tournaments;
 - o All ECHA teams must participate in and support tournaments hosted by ECHA in the relevant age category;
 - o Each ECHA team shall be required to pay the applicable tournament entry fee prior to the tournament date. At the conclusion of the tournament, the tournament entry fee, in whole or in part, shall be refunded to each team from tournament revenues;
 - o Head coaches shall be responsible to invite and solicit teams to participate in a tournament hosted by ECHA two (2) months prior to the date of the tournament. After that time, the Director of Tournaments shall invite and solicit teams to ensure the appropriate number of teams attend and participate in the tournament.
- c. With respect to out-of-town tournaments and exhibition games, competition is only permitted with Hockey Alberta recognized teams for divisions Atom through Midget. Novice teams and below should only compete with teams belonging to Associations with Hockey Alberta recognition.

4.07 Travel Permits

- a. Teams travelling to tournaments or exhibition games outside of Zone 3 shall require travel permits. Travel permits shall be obtained as per Hockey Alberta regulations.
- b. The following rules are to be adhered to by the Coaches of ECHA. Failure to comply with the Travel Permit regulations will result in a complete suspension of Travel Permits for the entire Association:
 - o All Hockey Alberta sanctioned teams must be in possession of a Travel Permit when traveling outside their Zone for Exhibition Games or Tournaments;
 - o Receipt of the Travel Permit must be confirmed at least twenty-four (24) hours prior to the exhibition game or first tournament game;
 - o ECHA teams must have a copy of their Travel Permit with them at the game or tournament and must indicate the Travel Permit number on game sheets;
 - o ECHA Travel Permits will only be available through the ECHA website;
 - o ECHA will not give out emergency Travel Permits;
 - o Game sheets for exhibition games or tournament games MUST be forwarded to the ECHA Registrar and faxed or emailed to the Zone 3 Discipline Coordinator within forty-eight (48) hours of the completion of the exhibition game or tournament;
 - o There are no exceptions to the Travel Permit Regulations.
- c. Please note, failure of a team to abide by the above instructions and rules will result in the following penalties:

- First offence shall result in a two (2) week ban on travel permits;
- Second and any subsequent offence shall result in a four (4) week ban on travel permits.

4.08 Duties of Coaches

- a. Association Head Coaches, as chief team officials, shall be fully responsible for all activities of their team. Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged; however, ultimate responsibility for these activities rests with the Head Coach. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may make changes in the staff in consultation with the Director of Coaches or Director of Operations. Coaches are expected to submit all necessary documentation as required by the board in order to have continuous appointment as a coach – including all criminal record checks.
- b. Coaches are expected to:
 - Be responsive to directives of Executive Board of Directors and operate the team within established policy and guidelines; submit a criminal record check
 - Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;
 - Recognize their responsibilities as leaders, educators and role models for young players. Conduct towards players parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action;
 - Be sensitive to parent/guardian concerns, and be prepared to respond cordially;
 - Establish regular communication with parent/guardians regarding games, practices, schedules, fundraising, etc.;
 - Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority it comes after family and educational responsibilities, and reasonable accommodation to these other factors is expected;
 - Select players to the team, where selection procedures exist, based on direct observation of demonstrated skills, estimates of future developmental potential and perceived dedication to the program;
 - Commit to the continued development of all players for the full season, once players are selected to a team;
 - Must abide by the ECHA Fair play Code and as such deal fairly with players at all times. Rewards or considerations to players or parent/guardians should be those reasonably available to all members of the team. Coaches should not accept gifts, favors or other considerations from players or parent/guardians or place themselves in a situation where their actions may be compromised because of such considerations;

- o Ensure proper supervision of the team, before, during, and after all games and practices and accept reasonable responsibility for the conduct, safety and well being of their players. Also ensure proper supervision and take responsibility of the team during all team functions whether such functions are at home or away;
 - o Develop a set of rules for the team, which are clearly communicated and enforced equally on all players;
 - o Have a development plan for the season that is congruent with the Associations' player development objectives;
 - o Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association;
- c. Comply with normal administrative directives by:
- Holding a beginning of season parent meeting;
 - Submitting a budget to parent/guardians and Finance Committee;
 - Submitting financial statements on schedule;
 - Completing a coaching application and declaration;
 - Submitting a team directory;
- d. Hold a meeting of parent/guardians of players as soon as the team is formed. Items to be covered include:
- o Proposed budget, including ice rentals and other purchases, total financial commitment;
 - o Number of games and practices planned;
 - o Relevant items of Association policy;
 - o All activities above and beyond Association planned program, ie. Exhibition games, tournaments, additional practices, etc. is a team decision;
- e. Encouraged to foster an environment between parent/guardian, player and themselves that communicate continued development throughout the season;
- f. Must have a practice plan prepared for their practices;
- g. Abide by the team rules that are agreed to with the team, which includes arrival times for games and practices;
- h. Upon accepting a coaching position, the coach is provided with the policies listed above and understands their responsibilities;
- i. Responsible to ensure that the Team Manager and treasurer also know their responsibilities and ECHA policies and procedures;
- j. Fulfill their duties and if a coach is unable to fulfill their duties then they must assign a team official registered with ECHA to act in their absence.

4.09 Duties of Team Managers

- a. Team Managers shall be directly responsible to the Head Coach who shall be responsible for delegating specific duties.

- b. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Head Coach to concentrate on instruction and player development.
- c. Team Managers are expected to:
 - o Be responsive to directives of the Executive Board of Directors and operate the teams within established policy, guidelines and regulations;
 - o Ensure financial requirements of the Association are fulfilled;
 - o Assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;
 - o Establish, maintain and enhance communication with other Association team managers at the appropriate level;
 - o Establish, maintain and enhance communication with League commissioners, representatives and participants;
- d. While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach delegate:
 - o Hockey Canada, Hockey Alberta registration;
 - o Gathering of relevant player medical history data, and establishment of a medical treatment permission waiver;
 - o Obtaining of travel permits from ECHA Registrar;
 - o Obtaining Special Event Sanctions;
 - o Organization of parent meetings;
 - o Participate in formulation of team objectives and rules;
 - o Preparation of team budget;
 - o Supervise and monitor collection of money and fund raising;
 - o Present financial statements to parent/guardians and Association as required;
 - o Arrange team transportation, accommodation and subsistence;
 - o Arrange for additional ice;
 - o Confirm officials for home games (exhibition play);
 - o Confirm scheduled away games;
 - o Confirm any changes to team schedules with regards to officials and ice times;
 - o Act as coordinator for Provincial competition;
 - o Organize and manage parent/guardians or parent committees as may be required from time to time i.e. Team Treasurer, Team Concession Organizer, Fundraising Coordinator, Statistician, etc.
- e. Fulfill their duties and if a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence.
- f. The Team Manager, upon accepting their position as Team Manager, is provided with these policies and agrees to and understands them.

4.10 Duties of Treasures managing Team Accounts

- a. Team financial accounts shall be a team activity and responsibility. ECHA assumes no liability or responsibility in the management of team accounts. Team budgets shall be a team responsibility however; all teams must submit a team-approved budget to the

Director of Coaches. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurers, etc., are placed in a position of trust with respect to the Association, parent/guardians and players. As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines and the accounting for their actions and will ensure all parent/guardians are aware of the following rules and guidelines before team budgets are finalized.

- b. The normal line of communication is through the Head Coach, who acts as the chief team official.
- c. The Head Coach to other team officials may delegate specific duties. However, the final responsibility for the team's financial affairs resides with the Head Coach. Team budgets are to be approved by a majority vote of team parent/guardians. Every family having a player on the team gets one vote and must participate in this vote.
- d. One team official will be designated for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts.
- e. This team official:
 - o Prepares financial statements for team parent/guardians 3 times a year, and are available at any time upon request;
 - o Prepares financial statements for submission to ECHA Executive Board of Directors via the Director of Coaches upon request;
 - o Follows proper financial procedures including establishing an official team account at a financial institution for the security of team members' funds with all team revenues to be deposited to such account and documented and all expense charges to be supported by official original receipts from hotels, restaurants, bus companies, referees, equipment stores and the like. Records are to be maintained up to date at all times;
 - o Provides, under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests to review the team's financial records is to be provided, without question, within 3 business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation.
- f. Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach, Director of Coaches or another member of the Executive Board of Directors immediately.
- g. Head Coaches or Executive Board of Directors members becoming aware of such a problem will immediately report the matter to the President.
- h. The Director of Coaches, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and team involved.
- i. Such action may include a range of activities as follows:
 - Meetings with team officials and affected parties;

- General meeting of team parent/guardians;
 - Meeting of the Disciplinary Committee; or
- j. Involvement of other Executive Board of Directors members, President, Treasurer, etc. Should the above informal activity not bring the problem to resolution, the matter will be reported to Executive Board of Directors who may elect to take other action as deemed necessary.
- k. The Team Treasurer, upon accepting their position as Team Treasurer, is provided with these policies and agrees to and understands them.

4.11 Duties of Players

- a. Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as a responsible and reasonable parent) by the Association. As such they are charged with controlling and directing player behavior both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behavior that transgresses these guidelines/expectations.
- b. Players shall:
- Comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
 - Protest unreasonable direction in a respectful, courteous fashion;
 - Comply with all Association, League, Hockey Alberta and Hockey Canada rules;
 - Demonstrate a positive attitude to the game, practice and learning in general;
 - Arrive for games, practice and other team functions at the time specified by the team;
 - Have all equipment maintained in good repair and ready for use prior to games and practice; returning team or Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
 - Advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;
 - Demonstrate respect for the game officials, teammates opposing players and officials by refraining from profane, verbal, physical or other abuse (including physical gestures) at all times;
 - Maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;

- o Dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
 - o Strictly refrain from the use of; or associating with those (excluding parent/guardian or guardian) who use; alcohol, tobacco, chewing tobacco or other banned or illegal substances, while participating in a team activity;
 - o Recognize that they are subject to the authority of the team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time the bus leaves Enoch Cree Nation to its time of return.
- c. Further, any road trip is a fully functioning team activity and behavior in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

4.12 Duties of Parents, Spectators and Guardians

- a. Parent/guardians and spectator responsibilities shall be centered on commitment and support. Registering in ECHA means not only a commitment to your child, but a commitment to the coaching staff and other players on a team that are counting on your child's commitment to that team. Parent/guardians must be committed to their team for the beginning of the season until the completion of the team's hockey season.
- b. Parent/guardians shall make every effort to ensure their child attends all practices and games for the team.
- c. ECHA will not tolerate inappropriate behavior by Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- d. Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.
- e. Parent/guardians must sign and abide by the "ECHA Parent Expectations – Code of Conduct". Transgressions of the Code of Conduct will be subject to discipline as determined by the Disciplinary Committee.

4.13 Team Rules

- a. Players are representatives of their team and of ENOCH MINOR HOCKEY ASSOCIATION at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to team activities, which shall also include team functions. Players may be suspended indefinitely for violation of these rules:

- b. All athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies, and guidelines regarding the team' operations;
- c. Alcohol, smoking, sunflower seeds and chewing tobacco, will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on busses during road trips;
- d. Players will refrain from using profanity at all times;
- e. Road trips are a team activity for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parent/guardians. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Manager or a member of the coaching staff;
- f. Curfews will be established by the coaching staff and must be strictly adhered to;
- g. All players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules;
- h. Proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation
- i. Dressing rooms will be left clean and tidy after every game. All players are expected to do their part in cleaning up the dressing room after the game. Should any part of a dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the team;
- j. Fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action;
- k. It is the sole responsibility of the players and parent/guardians to ensure they know, understand and obey all Hockey Canada, Hockey Alberta, ECHA and league rules, regulations, policies and guidelines.
- l. Zero tolerance for hazing; hazing will result in immediate expulsion

4.14 Evaluations

- a. Evaluations shall be held for all players registered in ECHA.
- b. Enoch Cree Hockey Association recognizes that the evaluation process is important to players, parent/guardians, evaluators and the Association. All efforts are directed to ensuring that the evaluation process allows a player to demonstrate their hockey abilities and skills.
- c. The objective of the evaluation process:
 - o To provide as fair and impartial an assessment of a player's total hockey skills as possible during the skating and scrimmage sessions. This ensures that players have a reasonable opportunity of making a team appropriate to their skill level as

- determined during the on-ice evaluations. The Association also wants to provide coaches with the flexibility to build a team based in part on their own coaching philosophy and knowledge of player skills and attitude;
- o Although it is impossible to eliminate subjectivity, or previous coach/player experiences, the selection process will reflect on-ice performance during the evaluation period. Again, as an Association, our goal in team formation is to have players of similar ability playing together to maintain balanced teams where the athletes can participate equitably and have fun playing hockey during the season;
 - o the selection criteria will be the same for all players at each level from Novice to Midget and the evaluations will be documented. This ensures consistency in the evaluation process, and provides consistency in player and parent/guardian expectations from year to year as players move through the various levels of ECHA's programs;
 - o Evaluations are documented and remain confidential. Individual evaluation scores and rankings are not released, as our purpose is to form teams, not to rank players for the general membership. Under no circumstances will evaluation results be released to parent/guardians or players. Further, ECHA does not have the resources to release this information in a form that will educationally benefit and develop the player. This education and development is the responsibility of the coach and parent/guardian. The evaluation sheets and the ranking criteria is only made available to the Board of Directors of ECHA. A member of the Board of Directors will remove himself from any discussions or decisions that are required to be made regarding his or her own child. Members of the Executive Board of Directors will not release evaluation data. As well, all members of the evaluation process are required to sign a letter of confidentiality stating that under no circumstances will evaluation results be released;
 - o Any new player that registers with our Association will have the opportunity to try out for the highest level in their division as long as the tryout is prior to the cut-off date as determined by the Association.
 - o Any injury which prevents a player from completing the evaluations will be dealt with on a case-by-case basis by the Executive Board of Directors.
- d. The procedures for player evaluations can be found in the Player Evaluation and Coach Selection Manual posted on the ECHA Website.
- e. Evaluation outsourcing will be preferred;

4.15 Affiliation

- a. ECHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations. The Executive Board of Directors will establish affiliations annually.
- b. Any player's registered team's activity will take precedence over the affiliated team. Permission must be granted from the player's registered team coach for the player to attend any activity of the affiliated team.

- c. Affiliated players should be encouraged to attend all of the practices of the affiliated team, which do not conflict with their own team's practices. This allows the affiliated player to become more familiar with the players and coaching style of the team to which they are affiliated and builds confidence in the affiliated player playing at a higher level.
- d. All teams may affiliate, No lateral affiliation is allowed.
- e. In the event an Atom player is affiliated to a Bantam team, it is recommended that the Atom player have completed a checking clinic prior to playing in a Bantam game.
- f. A call and/or agreement must be made and permission granted from the Head Coach the player is registered to. An affiliation form must be completed by the Head Coach of the team wanting to affiliate players and must be signed by the Head Coach of the player's registered team and the player's parent/guardian. Regular season games have precedence over any other hockey activity. This means that; if the player has a regular season game with their own team and is called up for a game, the player has a responsibility to play for their own team. Head Coaches should, at every opportunity, encourage players to play at a higher level.

4.16 Hockey Canada, Hockey Alberta Affiliation

- a. The Association recognizes Hockey Canada and Hockey Alberta as governing bodies of the sport of hockey, and abides by all rules and regulations instituted by these bodies.
- b. Registration of players:
 - o Will be completed in accordance to Hockey Alberta and Hockey Canada regulations
- c. Team Affiliation:
 - o The responsibility for recommending team affiliation shall be that of the Director of Coaches in consultation with coaches, President and the Registrar;
 - o The affiliation document shall be signed by the Registrar

4.17 Underage Players

- a. Under age players in the divisions of Novice and above, shall be permitted at the written request of a parent/guardian. The eligibility will be determined by the Director of Coaches or designate in consultation with the coaches. At no time, can the movement of a player, either up or down, affect the minimum number of players required to form a team.

4.18 Player Ice Time

- (a) Coaches shall, within reason, give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions and other matters, but these should generally have a minimum impact on final playing time.
- (b) Midget Rep, Bantam Rep, Pee Wee Rep and Atom Rep – Players will be given fair playing opportunities. At the first parent meeting, coaches will outline and receive consensus from the team parent/guardians what constitutes “fair playing opportunities”. It is accepted that these teams play in extremely competitive leagues, and ice time for players is determined by the Head Coach.
- (c) Midget House, Bantam House, Pee Wee House and Atom House and Novice and Initiation – All players will receive equal playing time. There may be variations on the implementation of this in terms of penalties, discipline issues, suspensions and other matters, but these should generally have a minimum impact on equal playing time.
- (d) Initiation and Novice Levels - All players will receive equal playing time. There are no designated goaltenders and all players shall be given the opportunity to play at all positions.
- (e) Goaltenders:
 - o Atom, Peewee, Bantam and Midget – can play approximately 50% of the games for the team.
 - o Goalies are to be assured equal ice time like all players on the team. Where there is only one designated goaltender on a team, this rule will not apply.

4.19 Coaching Selection

- a. ECHA shall use a formal coach selection process. The procedures for this process can be found in the Player Evaluation and Coach Selection Process Manual posted on the ECHA website.
- b. All Head Coach Appointments are subject to ratification by the Executive Board of Directors. Past history in the community will be a factor in determining coach selection.
- c. ECHA shall strive to develop coaches to Hockey Canada coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics for ECHA members.

Article V Discipline

5.01 Risk Management

- a. ECHA shall adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety and Abuse Issues.
- b. Insurance Issues:
 - o Insurance is purchased by ECHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team;
 - o Only coaches, managers, and players registered or affiliated to that team are protected. Under no circumstances are players not registered or affiliated with the team allowed to practice or play with that team;
 - o Violation of this policy puts the coach, parent/guardians and players of the team and the association at a high level of personal financial risk;
 - o Violation of this policy is an automatic one-year suspension for the coach and any others responsible for the violation.
- c. Regarding abuse:
 - o Hockey Canada has adopted a zero tolerance policy on abuse. ECHA supports this policy;
 - o Hockey Canada provides extensive definitions and examples of abuse and harassment, which should be reviewed. Hockey Canada has provided the following information booklets; Safety For All and Safety Requires Teamwork and Hockey Should be fun, Right? Which further discusses this issue. Copies of these booklets may be available from the ECHA office. This information is also available on Hockey Canada's website www.hockeycanada.ca and Hockey Alberta's website www.hockeyalberta.ca;
 - o It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse is occurring should report the abuse immediately to the local child protection agency and/or local police service. ECHA and its members will follow this policy. The reporting member shall advise the ECHA President if such reports occur.

5.02 Injury Reports

- a. The Hockey Canada Injury Report form shall be used to report injury incidents.
- b. Instructions on completing the Hockey Canada Injury Report form are contained in the document called Accident Report Forms Reporting form. All coaches are given a supply of these forms. Additional copies are available from the ECHA office.
- c. Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy filed in the ECHA office.

5.03 Code of Conduct – Zero Tolerance Policy

- a. Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association, and behavior is expected to mirror the spirit of the Bylaws and Policies and Procedures, and this Code.
- b. Members and participants of the Association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive Board of Directors members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, Executive Board of Directors members, employee or damage to the property of the Association or of another association will not be tolerated.
- c. All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- d. The Association will not tolerate loud, obscene, obnoxious Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to disciplinary action outlined in the disciplinary section of this handbook.
- e. Parent/guardians and fans are not permitted in the dressing rooms except as expressly permitted by the respective Coach and/or Team Manager to assist their child in changing before or after a game.
- f. In no circumstances is a parent/guardian or fan to enter the opposing team's dressing room.
- g. Coaches and other team officials, players, parent/guardians and fans are not permitted in the officials' dressing room, nor are they permitted to confront game officials about the game. Officials are not to be consulted regarding any suspend able infraction.
- h. Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individual as provided in the By-Laws or the Operational Policies and Procedures of the Association.

5.04 Incident Reports

- a. The Incident Reporting form shall be used to report disciplinary incidents and other forms of protest, or for cases where officiating is deemed to be less than satisfactory.
- b. All coaches are given a supply of these forms. Additional copies are available from the ECHA office.

5.05 Officiating Incident Report Policy

- a. A team may report on incidents or games where officiating is deemed to be less than satisfactory and shall receive a response to the report.

- b. Complaints or incident reports concerning referees must be made in writing by the Head Coach or Team Manager to the Director of Officials with copies forwarded to the President, and Director of Operations.
- c. Reporting process:
 - o Team members and team representatives shall not speak to the officials about officiating concerns during or after the game, nor contact the Referee-in-Chief or person responsible for assigning referees;
 - o The complaint shall be provided in writing to the Referee In Chief, signed by the Head Coach or Team Manager, within 48 hours. The incident reporting form may be used for this purpose;
 - o The complainant shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available), and rule infractions, rule interpretations or conduct incidents giving rise to the complaint;
- d. The Referee in Chief will investigate complaints and incident reports received concerning referees and respond to the complaint.

5.06 Issues, Concerns & Grievances

- a. All issues, concerns and grievances must be dealt with in a spirit of shared mutual respect.
- b. Regarding general issues, concerns and grievances:
 - o Unless otherwise specified, the procedure for resolving Issues, Concerns and Grievances in ECHA is to take the Issue, Concern and Grievance through the following levels in order:
 - Team Manager;
 - Head Coach;
 - Category Delegate;
 - Disciplinary Committee.
 - o ECHA will not entertain lawyers present at Executive Board of Directors meetings, with the exception of a lawyer representing ECHA;
- c. Regarding team issues, concerns and grievances:
 - o At the first parents meeting for the team, each Head Coach will outline their manner of dealing with parent/guardian's Issues, Concerns and Grievances. If there is a Team Issue, Concern or Grievance, begin by addressing it with the process outlined at the parents meeting;
 - o The Head Coach has the ultimate responsibility for the team and will discuss Issues, Concerns and Grievances with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue, Concern or Grievance, about or at a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and

waiting for 24 hours will result in a better discussion and more effective resolution to the issue;

- o The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues, Concerns or Grievances. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an issue, concern or grievance cannot be held against a player.
- d. Regarding evaluation issues, concerns and grievances:
- o The Director of Operations shall investigate all Evaluation Issues, Concerns and Grievances with the appropriate Category Delegate;
 - o All Evaluation Issues, Concerns and Grievances, must be in writing, signed and delivered to the Director of Operations. The complaint must contain a description of the event, its location, the division involved and a contact phone number. The Director of Operations may contact this person for clarification of the event in question to obtain further information and shall conduct an investigation;
 - o Once the investigation has concluded, a written response will be sent to the Complainant explaining the process taken and the outcome reached. Should the Complainant feel that the issue is still not resolved, the issue will be forwarded onto the President for future action. At no time shall a player be re-assessed or re-evaluated regarding any on-ice evaluation in response to an evaluation issue, concern or grievance;
 - o ECHA recognizes the need for privacy and discretion in the gathering of all information relating to a complaint. The Director of Operations will use the utmost discretion in investigating the complaint. The name of the complainant will be held in confidence whenever possible.

5.07 Discipline

- a. All members, players, participants and fans are expected to abide by ECHA's Code of Conduct. Violation of the Code of Conduct will result in disciplinary action being taken.
- b. The Association expects members to exhibit qualities of leadership in an effort to promote players' sportsmanship and decorum, consistent with acceptable levels of propriety, towards opponents, game officials and spectators.

5.08 Standards of Behavior

- a. Standards of behavior should be clearly defined and maintained throughout the season. It is recognized, however, that behavior may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including Executive Board of Directors, Delegate, Team Officials (Coaches, Assistants, Trainers, and Managers etc.),

Players, Parent/guardians and spectators and may take the form of, but are not limited to:

- A verbal reprimand;
- A written reprimand;
- A demand for an apology, either written or verbal, to any affected party;
- A suspension from participation in or at Association activities;
- A recommendation for an expulsion from the Association; or
- A combination two or more of the above.

5.09 Complaint Procedure

- a. A Complaint may be raised by any member of the Association, by members of another association (through their association's Executive Board of Directors), by league officials or by members of the Association's Executive Board of Directors acting in response to a report from game officials or by any other party.
- b. A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.
- c. Complaints or other Discipline Issues forwarded in writing to the Executive Board of Directors will be separated into one of two categories:
 - If the issue requires the assessment of discipline for conduct matters, the item is turned over to the Discipline Committee;
 - (b) If the issue is policy or program related, including discipline to be issued for on-ice conduct, it will be turned over to the Executive Board of Directors.
- d. The Director of Operations will perform the separation of issues into those to be dealt with by the Executive Board of Directors and those to be directed to the Discipline Committee. Examples of incidents which may warrant disciplinary action are as follows:
 - Profanity by any member of the Association;
 - A player or team official who receives a game misconduct, gross or match penalty;
 - A team assessed two or more bench minors in one game;
 - A coach, who in the opinion of the Category Delegate, is being assessed too many penalties of a serious nature;
 - Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behavior, on or off the ice;
 - Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;
 - Any other inappropriate incident.

5.10 Complaints

- (a) Issues involving a breach of any conduct matter by any member of the Association including Executive Board of Directors, Delegates, Team Officials (Coaches, Assistants, Trainers, Managers etc.), Players, Parent/guardians and spectators, shall be directed to the Discipline Committee. The Discipline Committee shall consist of four members, being the Vice President, the Category Delegate for the category under review, the Director of Coaches and one other member of the Executive Board of Directors.
- (b) The Vice President, on receipt of a written complaint, on receiving a written report or request from a Category Delegate, shall forward such complaint or report to the Disciplinary Committee.
- (c) The Disciplinary Committee shall review the complaint or report and determine if a hearing is required and shall set a date for such hearing.
- (d) Informal Process - If three members of the Discipline Committee believe that the matter can be dealt with on an informal basis without the necessity of a hearing, such committee may investigate the complaint, accept submission in writing or verbal submissions from the Complainant, person being investigated, and such other persons as may be required to ensure a fair and reasonable decision is rendered.
- (e) Discipline Committee shall provide a written notice of its decision to the Complainant and party being investigated. Should either the Complainant or party being investigated feel that the informal process has not satisfactorily resolved the issue, either may request in writing, that the Discipline Committee undertake a formal hearing.
- (f) Formal Hearing -The Discipline Committee shall establish a date and time for the formal hearing.
- e. At least 5 days prior to the hearing, both the Complainant and the Respondent (accused party) shall be issued a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided to the Discipline Committee prior to the hearing;
- f. The Respondent and the Complainant shall provide the requested information prior to the hearing;
- g. At least 2 days prior to the hearing the Respondent and the Complainant shall provide the Discipline Committee with a list of the witnesses they intend to request appear at the hearing;
- h. The Discipline Committee shall also request the attendance by any other party whom the Committee believes should appear by delivering to each such witness a "Notice of Discipline Hearing" which shall set out the date, location and time of the hearing, the nature of the charge of misconduct and any information to be provided by the witness to the Discipline Committee prior to the hearing;

- i. If either the Complainant or the Respondent shall fail to appear at the Hearing, the hearing shall be conducted with the available witnesses and information available to the Discipline Committee.

- j. Conduct of Hearing
 - o Prior to the hearing, any member of the Discipline Committee who is in or could be perceived to be in, a conflict of interest shall declare such conflict and leave the Hearing;
 - o The Chairperson of the Discipline Committee shall chair the Hearing and be responsible for the orderly conduct of the Hearing. If the Chairperson is not available, the remaining members of the Discipline Committee shall appoint a chairperson for the hearing who shall be responsible for the orderly conduct of the hearing;
 - o Prior to the commencement of the hearing, the chairperson may either provide each witness with an information sheet on the hearing process or, alternatively, may hold a briefing session immediately prior to the commencement of the hearing to ensure all parties understand the hearing process;
 - o The witnesses will not be sworn nor will there be a transcript taken of the proceedings. Neither the Respondent nor the Complainant may make a tape recording of the proceedings;
 - o The Respondent and the Complainant must appear in person and may not be represented at the hearing by another individual. The only exception to this rule is that minors must be accompanied by a parent/guardian or guardian;
 - o The Discipline Committee comprises volunteers who are not versed in the application of law. Accordingly, neither the Respondent nor the Complainant may have legal counsel representing them at the hearing;
 - o The Complainant and the complainant's witnesses shall appear before the Discipline Committee first. Each witness will appear individually and will not be present in the hearing room during the presentation by other witnesses. The Respondent shall be present during these presentations and shall have the right to ask questions of each witness through the Committee Chairperson;
 - o The Committee Chairperson may determine if a question asked by the Respondent is irrelevant to the investigation. The Chairperson may then instruct the witness not to reply to the question and inform the Respondent of the reason why the question is not relevant. The question will be documented and remain part of the file for future reference;
 - o The Respondent will then be asked to present their version of the events, which led to the complaint, and to respond to the information provided by the complainant and their witnesses.

- k. The Discipline Committee shall, with all dispatch, render a decision, and communicate that decision to both the Complainant and the Respondent. Such communication may be verbal, at the outset, but shall be confirmed in writing.

- l. The Discipline Committee shall maintain a file on each matter referred to it, comprising the original complaint or report, copies of all "Notices of Discipline Hearing", copies of the witness lists, the notes made by each member of the Discipline Committee during the

hearing, and a copy of the written decision of the Committee. The Discipline Committee maintains such files in a locked filing cabinet accessible solely by the Discipline Committee.

- m. The Discipline Committee Chairman shall provide a written report of the outcome of the hearing to the President.

5.11 Complaints against Officials

- a. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Rather, any local association regarding referees and Hockey Alberta govern the referees and other officials.
- b. Written complaints about game officials must be reported in writing to the Director of Officials of ECHA, setting out the particulars of the incident and must be signed by the individual making the complaint. If the complainant is not satisfied by the decision of a local referee association, the decision can be appealed to the North Zone Director of Referees for Hockey Alberta.

5.12 Game & Rule related infractions

- a. Complaints arising from violation of the rules of hockey in a game situation shall be referred to the Executive Board of Directors.
- b. Generally there are three stages to the Discipline Process:
 - o Informal Process;
 - o Formal Process;
 - o Appeal Process.
- c. Without restricting the foregoing the following general guidelines apply:
 - o First infractions by players will normally be satisfactorily concluded under the Informal Process;
 - o Unless specifically addressed in the league rules, second infractions by players will normally proceed directly to the Formal Process.
 - o Suspension: when applied to players shall specify:
 - The number of games to which the suspension applies, both league and exhibition, or
 - The time period for which the suspension applies
 - Suspension includes no activity in the dressing room or bench area, prior to or after the specified games or during the specified time period.
 - o Suspension: when applied to parent/guardians, coaches or team followers, shall normally restrict the access of those persons to dressing rooms, bench areas, spectator areas of arenas, or the arena itself.
- d. The Informal Process:

- o The Executive Board of Directors may delegate the responsibility for discipline under the Informal Process to the Category Delegate;
- o Standard suspensions:
 - Where Hockey Canada Current Rule Book dictates a suspension for a player, for a rule transgression, and game officials determine, by write-up, that such a transgression occurred, the suspension should be implemented by the coach, in consultation, with Division officials as a matter of routine.
 - Teams that play within leagues affiliated with the Hockey Canada Association, Hockey Alberta, Edmonton Minor Hockey Association or any other governing body must adhere to the discipline policies and guidelines of such body. Discipline assessed by these governing bodies must be appealed through each body's proper channels. Procedures are found in coach's handbooks available through the ECHA office.
 - Coaches are expected to familiarize themselves with the discipline and suspension guidelines of the league in which their team participates. In some circumstances (representative and interlock) leagues may have their own discipline and suspension procedures. In such circumstances the league policies must be followed;
- e. The Association may apply its own discipline process should conditions warrant and may issue its own discipline, which shall be in addition to any discipline imposed by the league governor
- f. The greater penalty always takes precedence.
- g. Non-standard suspensions:
 - o When incidents occur that warrant disciplinary action, they must be reported to the Association as quickly as possible, and at least prior to the next game, for action;
 - o The Category Delegate and Team Official(s) shall meet to discuss and investigate the incident;
 - o In investigating the incident they may consult such game officials, players, parent/guardians other observers that they deem necessary to gain relevant facts of the incident;
 - o If the incident is program related (rules violation, abuse of officials etc.) by a coach or player in a situation covered by hockey rules, they shall forward a report and their preliminary assessment to the Executive Board of Directors.
 - o The coach is responsible for imposing discipline for player(s) or other team officials.
 - o Notwithstanding the above, should a team official, player or parent/guardian feel that the Informal Process has not satisfactorily resolved the issue, it may be appealed to the Formal Process in writing with the stipulation that:
 - Discipline imposed under the Informal Process remains in affect until the Formal Process is complete;
 - for incidents of a very serious nature, the Vice President may impose an interim suspension to members(s) and proceed directly to the Formal Process.

- h. The Formal Process:
 - o Serious infractions or repeat infractions of a serious nature may require that the Executive Board of Directors convene a disciplinary hearing into the matter;
 - o Such disciplinary hearing requires a panel of not less than three members of the Executive Board of Directors;
 - o The hearing shall proceed in the same manner as that set out for the Discipline Committee.

5.13 Appeal Process

- a. Should either the Complainant or Respondent feel that a decision of the ECHA, has not satisfactorily resolved the issue, the decision of the Discipline Committee or Executive Board of Directors may be appealed to the Appeal Committee by filing written application to appeal, within three (3) days of the verbal rendering of the decision of the Executive Board of Directors or Executive Board of Directors.
- b. The application must be accompanied by an Appeal Fee of \$150.00 in cash, bank draft, money order or certified cheque payable to the Enoch Cree Hockey Association.
- c. Members of the Appeals Committee shall consist of one member of the Executive Board of Directors and two members at large. Participation on the Appeals Committee by members of the Executive Board of Directors shall be rotated with each Appeal Hearing and no member of the Executive Board of Directors shall sit on more than one consecutive Appeal Hearing.
- d. The Appeals Committee shall convene a meeting to hear the appeal within a reasonable period of time.
- e. The Appeals Committee shall determine whether the appeal shall be in the form of a new hearing or whether it can be dealt with based upon the written material and summaries before the Discipline Committee or Executive Board of Directors. The Appeals Committee may request further written material from the Complainant and/or Respondent or their witnesses. The Appeals Committee may also undertake the appeal hearing in the form of a new hearing wherein the Appeals Committee shall allow adequate time for each of the Complainant and Respondent to state their case as to why the appeal should be allowed or dismissed, or some variation of the decision of the Discipline Committee or Executive Board of Directors should be undertaken.
- f. The Appeals Committee may dismiss the appeal, grant the appeal, or vary the decision of the Discipline Committee or Executive Board of Directors to lessen or increase the discipline imposed to ensure that such discipline is fair and reasonable in all of the circumstances.
- g. Regarding refunds:
 - o If the appeal to Appeals Committee results in an endorsement of the decision of the Discipline Committee or Executive Board of Directors, or an increase in penalty, the fee shall be forfeited; or

- o If the Appeal to the Appeals Committee results in a modification or lesser penalty than that imposed by the Discipline Committee or Executive Board of Directors, the fee shall be refunded.
- a. Further appeal:
 - o The decision of Appeals Committee shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta;
 - o Any member who feels that the discipline levied by the Appeals Committee is excessive may appeal to Hockey Alberta in accordance with the regulations and policies in place by Hockey Alberta in respect to the filing of appeals;

5.14 Social Media and Networking Policy

- a. Introduction
 - o For the purpose of this Social Media and Networking Policy will encompass public communications through such Internet methods and websites as Email, Twitter, Facebook, MySpace, LinkedIn, Foursquare, Snap chat, RAMP Team App and any other social media network that allows users to communicate online. The policy will be applicable to all members of ECHA, including Directors, Teams, ECHA members and staff, on ice and off ice officials, players and anyone else as defined by Section 2 of the ECHA Bylaws.
 - o ECHA recognizes and appreciates the value of social media and the importance of social networking to all of its participants. ECHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.
 - o The purpose of this policy is to educate the ECHA Community on the risks of social media and to ensure all teams and association personnel are aware that conduct deemed to be inappropriate will be subject to disciplinary action by the ECHA Board of Directors Discipline Committee.
- b. Social Media Guidelines
 - o ECHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
 - o Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
 - o It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone, including the Association and/or Team personnel, players corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
 - o Refrain from disclosing confidential information of a personal or Team related nature.
 - o Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- c. Social Media Violations
 - o The following are examples of conduct through social media and networking methods that are considered violations of the ECHA Social Media and Networking

Policy and may be subject to disciplinary action by the Enoch Cree Hockey Association.

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member, Team, the Association or an individual.
- Disclosing confidential information that may include, but is not limited to the following: any matter of a sensitive nature to a member Team, ECHA or an individual.
- Negative or derogatory comments about any member of the Team, ECHA, League staff, programs, stakeholders, players or any member of an opposing team.
- Any form of bullying, harassment or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behaviour.
- Online activity that contradicts the current policies of the ECHA.
- Inappropriate, derogatory, racist or sexist comments of any kind.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

d. Discipline

- The ECHA will investigate reported violation(s) of this policy. Failure to comply with this code of conduct may result in disciplinary action in accordance with the Discipline Policy and procedures of the ECHA. Such action may result in the member losing the privileges that come with membership in the ECHA, including the opportunity to participate in ECHA activities.

e. Summary

- The members of ECHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media. ECHA members agree to adhere to all conditions set forth within the Social Media and Networking Policy. It is understood that violating the guidelines set forth within the policy will lead to appropriate disciplinary action against both parents/guardians and or child/player